

Office use only
Rate type:
Charge:
Auth name:
Sign:

Education Room Booking Form- Seats 40

Contact Details

Contact person:

Telephone:

Email:

Organisation name:

Meeting details

Meeting name:

Meeting date: Start time: Finish time:

- Equipment Overhead Projector. You may require assistance to set this up
- Beverages Water and continuous instant coffee and tea (charged at \$2.00 per person. Minimum charge is \$20.00).

Room setup

Room Configuration — You will be responsible for the setup of tables and chairs and returning the room to one of the two approved layouts.
Terms and Conditions apply to the use of the Volcanoes Discovery Centre rooms. You can view the Terms and Conditions by visiting volcanoesdiscoverycentre.com.au

Fees

- \$70 per hour for Government / Corporate / private use.
- \$40 per hour for Not for Profit associations.
- Fees are capped at \$200.

Any other information

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By signing this form, you agree to the terms and conditions

NAME:

SIGNATURE:

DATE: